



15279 Alton Parkway, Suite 300  
Irvine, CA 92618  
freewheelchairmission.org

**Job Title:** Sr. Marketing Manager  
**Location:** Free Wheelchair Mission, Irvine CA

**Reports To:** Director of Marketing  
**Status:** Full-Time Exempt

**Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to provide the transforming gift of mobility to people with a disability living in developing nations as motivated by Jesus Christ.**

**There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.**

**Free Wheelchair Mission is seeking a Sr. Marketing Manager who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.**

### **Job Summary:**

The Sr. Marketing Manager will be a successful and enthusiastic professional that will lead the organization's marketing projects, events, and campaigns from conception through to completion. S/He will manage the administration and logistics of numerous marketing projects, including virtual and in-person events, along with digital and direct mail marketing campaigns and other projects. The Sr. Marketing Manager will be responsible for project management, events, and digital marketing while providing outstanding customer service as an enthusiastic leader. S/He must build and maintain strong relationships with internal and external customers be able to use discretionary judgment, negotiate with vendors, manage budgets, anticipate project needs, discern work priorities, work independently to meet deadlines, feel comfortable leading large and small meetings, and be willing to work occasional evenings and weekends.

### **Responsibilities:**

- Serve as the primary project leader for marketing projects, events, and campaigns.
- Serve as the account manager to manage relationships with internal clients and outside vendors.
- As part of marketing team, manage, collaborate, promote, and publicize virtual and in-person events.
- Manage timetables and our Monday.com project management system, including tasks, assignments, and deliverables for events and digital and offline marketing campaigns.
- Build productive business relationships - interact with internal departments, vendors, volunteer event fundraisers to identify needs and to ensure event success.
- Negotiate with vendors on event and campaign-related matters; make decisions such as décor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- Manage and arrange food & beverage, order supplies, equipment, and signage, and ensure appropriate décor to meet quality and brand expectations.
- Represent the Director of Marketing in meetings if/when requested by the Director when the Director is out of the office or unavailable.
- Assist with management of on-site production and clean-up for events as necessary.

- Use discretionary judgment to handle any arising issues and troubleshoot any emerging problems on the event day.
- Conduct pre-and-post-event and campaign evaluations and report on outcomes.
- Provide feedback and periodic reports to stakeholders.
- Propose new ideas to improve events and campaigns.
- Act as the bridge between internal and external clients and the Marketing team.
- Available to manage occasional weekend events and travel locally, regionally, and nationally for event management purposes.
- Other duties and tasks assigned by direct supervisor.
- Share the message of Free Wheelchair Mission and our vision, including on LinkedIn and social media.

### **Minimum Experience and Required Skills:**

- Bachelor's degree required.
- Portfolio of previously managed successful projects, events, and campaigns.
- Digital marketing experience and event management preferred.
- Nonprofit experience, including nonprofit marketing and/or development experience, preferred.
- Excellent communication skills, both verbally and in writing, including a strong ability to present to large groups.
- Experience in assisting with negotiations for space contracts and booking event space.
- Excellent time management, communication and troubleshooting skills, and project management experience.
- High attention to detail and excellent organization skills.
- Ability to manage multiple projects independently and simultaneously; ability to handle high-stress environments.
- Very comfortable working in tools like Classy, event/campaign management software, WordPress, and CRM systems like Salesforce.
- Proficient in using the Web to conduct research, event administration, and procurement as well as MS Office proficiency.
- Comfortable with Adobe Creative Suite.
- Prior experience with Smartsheet or other project management tools and versed in Social Media are a plus.

### **Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **50** pounds.

All Free Wheelchair Mission employees who will engage in international travel are required to have an up-to-date, complete COVID-19 vaccination based on CDC and medical guidelines.

### **Compensation:**

Salary dependent upon qualifications and experience.

### **How to Apply:**

Please send cover letter and resume addressing your experience regarding the responsibilities and qualifications listed above to [jobs@freewheelchairmission.org](mailto:jobs@freewheelchairmission.org) with **Sr. Marketing Manager** in the subject line.

**No phone calls please.**

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed “at will” by Free Wheelchair Mission.